



# PARENT HANDBOOK

2020 – 2021

**\* PLEASE SAVE \***

[www.ajpreschool.com](http://www.ajpreschool.com)

## **PHILOSOPHY**

Adath Jeshurun focuses on every area of the child's development. All children are considered regardless of race, creed or national origin. The emphasis is geared toward individual, social emotional, physical, cognitive, linguistic and intellectual growth. From beginning problem-solving, reasoning and critical thinking to the nurturing of creativity, sharing and individuality, the staff at Adath Jeshurun Preschool allow each child to develop at his or her own pace. Activities are designed to engage, challenge, and stimulate our children.

Adath Jeshurun encourages self-expression and self-confidence as children learn about friendship and group interaction. All of this is accomplished through hands-on experience and we believe that all children deserve a learning environment that is both challenging and guiding. The children play and learn in a secure and supportive atmosphere in which emphasis is placed on the process of learning rather than on a predetermined final product.

Adath Jeshurun children learn critical thinking, problem-solving, and reasoning through dramatic arts, creative art projects, block building and water play. They learn Jewish culture, religion, and spiritual principles by celebrating the beliefs, holidays, and heritage of the Jewish people.

## **JEWISH PERSPECTIVE**

Adath Jeshurun Preschool is under the auspices of Congregation Adath Jeshurun. The curriculum includes subjects of Jewish interest and content. A Hebrew and an English prayer are recited daily at snack time, and on Friday, the children help usher in the Sabbath with the ritual blessings of the wine, challah (bread), and Sabbath candles and an all school sing-a-long.

The music program includes Israeli and Jewish songs. Throughout the year the students are visited once a month by Cantor David Lipp who teaches them about Judaism. Holidays, Jewish and secular, are celebrated through stories, songs, arts and crafts, cooking, and other activities.

## IMPORTANT TELEPHONE NUMBERS & EMAIL ADDRESSES

Preschool Office	(502) 451-3434
Preschool Fax	(502) 451-3650
Sara Gambrell	Director
Michelle McCarty	Childcare Coordinator
Karen Carroll	Late Day Coordinator
William Lee	Accounting Administrative Assistant
Sara Gambrell E-mail Address	<a href="mailto:sgambrell@ajpreschool.com">sgambrell@ajpreschool.com</a>
General Email	<a href="mailto:preschool@ajpreschool.com">preschool@ajpreschool.com</a>
Michelle McCarty E-mail Address	<a href="mailto:mmccarty@ajpreschool.com">mmccarty@ajpreschool.com</a>
Karen Carroll E-mail Address	<a href="mailto:kcarroll@ajpreschool.com">kcarroll@ajpreschool.com</a>
William Lee E-mail Address	<a href="mailto:wlee@ajpreschool.com">wlee@ajpreschool.com</a>
Website Address	<a href="http://www.ajpreschool.com">www.ajpreschool.com</a>
AJ Preschool Facebook	<a href="https://www.facebook.com/ajpreschool/">www.facebook.com/ajpreschool/</a>
Synagogue Office	(502) 458-5359
Mary Jane Baker	(502) 893-0765 Home
Speech/Language Pathologist	(502) 891-8878 Office

**\*\* The addresses and telephone numbers of teachers and additional staff are not printed in the handbook. If you need to reach a teacher or other staff, please leave a message in the office and he/she will return your call as soon as possible.**

## PARENT ASSOCIATION

The AJ Parent Association (PA) partners with AJ Preschool in and out of the classroom to encourage and reinforce the connection between home and school. We welcome all family members to participate as a volunteer in any way possible!

AJ Parent Association Chair:	Shannon Benovitz
	(502) 295-6614
	<a href="mailto:shannonbenovitz@gmail.com">shannonbenovitz@gmail.com</a>
AJ Parent Association Facebook Page:	<a href="#"><u>"AJ Virtual PA 2020-21"</u></a>

# SCHOOL HOURS

~ FIVE (5) DAY PROGRAM OPTIONS ~ 9:00 a.m. – 5:00 p.m.

**Morning Preschool:** 9:00 a.m. – 12:00 p.m. (noon)

\*Morning snack is included

**Full Day:** 9:00 a.m. – 3:00 p.m.

\*Morning snack and balanced lunch are included

**Pre-K Enrichment:** 12:00 p.m. – 3:00 p.m.

\*This is a substitution to the general naptime, offered to 4-year-olds upon registration. The Enrichment program offers activities and learning for kindergarten readiness skills.

\*Morning snack and balanced lunch are included

**Extended Day:** 9:00 a.m. – 5:00 p.m.

\*Morning snack, balanced lunch, and afternoon snack are included

## **Late Arrivals:**

If your child is going to arrive late, please call the office. If we do not hear from you by 10:00 a.m., then we will assume they are not coming for the day. It is advantageous for your child to arrive on time in order to maintain consistency and to insure that your child is not missing the classroom activities. It is disruptive to the teacher and other children when children arrive at different times during the morning.

# CHILD CARE REGISTRATION & FEES

## **LATE FEES**

**We appreciate a phone call to let us know that you will be late, but a call does not negate late fees.**

Any child picked up after the end to carpool times of **12:05 p.m.**, **3:05 p.m.**, and **5:05 p.m.** will be charged a **\$10.00 late fee**. Children staying until 5pm can be picked up at any time at the door with a call ahead to the office (451-3434), or can use the 5pm carpool.

Beginning at **5:06 p.m.** there will be an additional charge of **\$2.00 per minute**. This also applies to days we close at 3:00 p.m.

## **After 5:00 p.m. Pickup Policy**

We do not maintain staffing beyond 5:00 p.m. If a parent does not pick up a child before the preschool closes at 5:00 p.m., the emergency names provided for the child will be contacted. If we are unable to reach any of the emergency contacts, we will use our best judgement to provide appropriate care. An initial \$10.00 per child late fee will be charged at 5:05 p.m. plus a \$2.00 per minute late fee. Please be aware that repeated late pickups after 5:00 p.m. is reason for nonparticipation in the Extended Program. We appreciate a phone call to let us know that you will be late but a call does not negate late fees.

## **RETURNED CHECK FEE**

There will be a \$25.00 fee charged for returned checks.

# CARPOOL

*Due to new COVID-19 Guidelines, children will not be escorted in to the preschool building by a parent or guardian. We will let you know when this policy changes.*

If your child is not going home with the regular carpool, you must send a note (or email the office) stating with whom your child is to go. We will ask to see identification from this person. For your child's safety, no exceptions will be made.

## **CARPOOL PROCEDURES FOR DRIVERS**

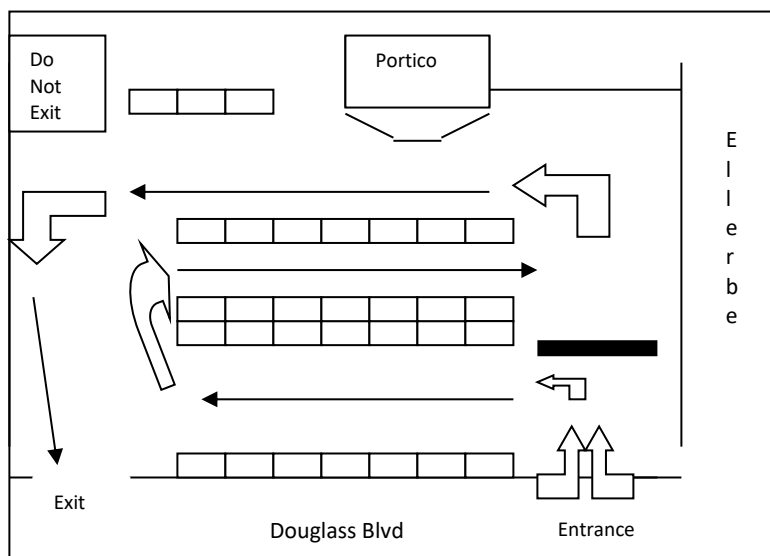
Enter **ONLY** at the **Douglass Blvd.** entrance that is near Ellerbe. Make an immediate left turn and proceed through the parking lot as shown on the map. As you approach the school's portico, it will divide in to two separate lanes, on either side of the portico median.

**Dropoff:** Pull up under the portico and the teachers will help the children out of your car. Children should be seated and securely belted when you drop them off. Please do not allow your child to sit in your lap to "steer" or "drive." This is not safe.

- 9:00 carpool: cars will be unloaded between 8:45a.m and 9:10 a.m.

**Pickup:** A carpool number will be assigned. **Please put this number on the rear view mirror of your car so the preschool staff can easily see it.** It will be the parent or guardian's responsibility to help the child into the car and buckle in. Please make sure all the children in your care are in their seatbelts. Pull over in the parking area if you need additional time to secure the children. We will now be using Remini app to assist us in carpool. Additional information will be provided at Orientation and by email before the start to school.

- 12:00 (noon) carpool: cars will be loaded between 11:50 a.m and 12:05 p.m.
- 3:00 carpool: cars will be loaded between 2:50 p.m. and 3:05 p.m.
- 5:00 carpool: cars will be loaded between 4:50 p.m. and 5:05 p.m.



## **CARPOOL PROCEDURES FOR WALKERS**

All car drivers who are going to park and walk their child up to the front door must enter through the Woodbourne Avenue entrance, park on the hill, and approach the preschool by way of the ramp. If you are walking to preschool you must also enter through the Woodbourne Avenue entrance so you do not walk across the carpool line. **DO NOT, under any circumstances, WALK ACROSS THE CARPOOL LINE.**

# **CHILD PREPAREDNESS**

## **DRESS**

We prefer your child wear play clothes. Please, no straps which need buttoning or belts which are difficult to handle. We are trying to help children gain independence, and clothing that they can handle will aid in that direction. Please have your child wear closed-toe shoes. Please avoid Crocs. We have found Crocs are difficult for the children to run and play in.

**Please mark all articles of clothing and have an extra outfit at school.**

While taking into account the heat index and daily wind chill factor, unless the weather is bad, our classes go outside every day, even if only for a few minutes. So please dress your child accordingly.

Parents of toddlers and 2-year olds - please help the teachers by sending your child in clothing that will assist them in changing diapers. Any child wearing pull-ups must wear the kind that break away at the sides.

## **SCHOOL BAGS**

We ask that each child, even toddlers and 2 year olds, carry a bag (large enough for art projects, etc.) back and forth to school every day. Make sure it is clearly labeled with your child's name. Please check your child's school bag daily for messages and art work.

## **SPEECH THERAPY**

AJ Preschool contracts with a speech therapist who usually screens all AJ students after the start to the school year. *Due to new COVID-19 Guidelines*, a teacher may suggest a speech screen to explore the need for speech therapy. At this time, you may be contacted by the therapist and offered a speech screen at no cost to you. Parents who decide on continued therapy for their child will pay the therapist directly.

## **OCCUPATIONAL THERAPY (OT)**

AJ Preschool contracts with an OT therapist who usually screens AJ students after the start to the school year based on parent or teacher referral. *Due to new COVID-19 Guidelines*, a teacher may suggest an OT screen to explore the need for therapy. At this time, you may be contacted by the therapist and offered an OT screen at no cost to you. Parents who decide on continued therapy for their child will pay the therapist or OT practice directly.

## **PARENT-TEACHER CONFERENCES**

Conferences are held twice a year. This school year (2020-2021) they will be held on November 13, 2010 and during the week of March 12, 2021. *Due to new COVID-19 Guidelines*, these conferences may or not be held in person, but perhaps by video conference. Please feel free to contact your teacher or the director at any time at school.

# MISCELLANEOUS INFORMATION

## BIRTHDAYS AND SPECIAL DAYS

If you wish to celebrate your child's birthday during the school year, or for those who have summer birthdays, a special day may be celebrated at anytime the parents prefer. School procedure is as follows:

- Arrange the day of the party with your child's teacher. Please check with the teachers regarding any allergies.
- In keeping with the synagogue's Kashrut (Jewish Dietary Laws) policy, no cupcakes or other treats baked at home will be allowed in the building. Any treat that is packaged and marked with a "K" or "U" is acceptable. Please refer to the list below of approved bakeries, treats, etc. under KOSHER-APPROVED.
- Birthdays and special days are optional and up to each individual family. A gift of books, tapes, or toys to your child's classroom is a nice way of honoring your child's birthday. If goodie bags are desired, please pack with stickers, pencils, little toys, etc. versus candy/sweets. This suggestion has been made by parents.
- One of our children's greatest joys is having birthday celebrations with their friends. Please make every effort when planning the party to be sensitive to the religious observances of school mates (Friday night, Saturday, and Sunday mornings).
- Our school's password protected **directory** is made available on our website; please send personal birthday party invitations directly to parent emails or postal address. Out of respect for those not invited, please do not deliver invitations at school.

## KOSHER PRODUCTS APPROVED

- The Bakery
- Sweet Surrender
- Baskin Robbin (non-marshmallow) Cake
- Costco Cakes
- Desserts by Helen Friedman
- Dunkin Donuts Glazed Donut
- Entenmann's Products
- Krispy Kreme Doughnuts
- Kroger Pre-cooked Sheet Cake\*
- Little Debbie Products
- Martha Wilson Cakes
- My Favorite Muffin
- Packaged cakes with kosher symbol, i.e. U (with a circle around it) or K

### Bagels

Breadworks  
Dooley's

### Challah

Breadworks Challah  
Great Harvest Challah  
Panera Challah

### Miscellaneous

Kroger Fruit Trays

\*Cake (baked in a centralized bakery and sold from the bakery display case, not baked at your neighborhood Kroger store – okay to have decorated too)

## BLESSING

Each day at meal times a prayer is recited in both Hebrew and English before eating.

Ch = sound not found in English: similar to German "ach"

Bah-rooch Ah-tah Ah-doh-nye,  
Eh-lo-hay-noo Meh-lech Ha-o-lam,  
Bo-ray Mee-nay Miz-o-note.  
Thank you, dear God, for the good things we eat. Amen

### Translation

Praised are You, Our God,  
Ruler of the universe,  
For creating the food we eat.

## **CLASSROOM & VISITING PETS**

Some classrooms may have class pets; some of those animals may include fish, hamsters, bunnies, small lizards, or insects. *Due to new COVID-19 Guidelines*, it is unlikely there will be special visits to the school by various animal groups.

## **CHILD ABUSE**

State Law requires that any suspected case of child abuse **must** be reported by the teacher to the Child Abuse Hotline and then to the Director. In Kentucky, any person is protected by law when a case of child abuse or neglect is reported. The person reporting is protected from any criminal liability. AJ Preschool will take affirmative steps to protect children from abuse or neglect.

1. If abuse by a staff member is suspected, that person will be removed from direct supervision of children.
2. The child will be examined for injuries and the director will talk to the child for his/her account of incident.
3. The Child Abuse Hotline will be notified.
4. The child's parent will be notified.
5. If abuse occurred, the Licensing Division of the Cabinet for Human Resources will be notified within 24 hours.

## **DISCIPLINE**

The forms of discipline used at Adath Jeshurun Preschool are positive reinforcement and re-direction. In some cases we do use time-out. On some occasions children may be brought to the office to talk to the Director. Parents will be notified and asked to meet with the Teacher and Director if the undesirable behavior continues.

## **FAMILY CRISIS**

From time to time families in our school may encounter divorce, death of a family member, or a hospital stay by parent or child. This can cause great trauma for children and alter their behavior at school. Because of this and because our staff can lend emotional support to children during these times, we request that you discuss any situation of this nature with your child's teacher or the Director.

## **FIELD TRIPS & SPECIAL EVENTS/GUESTS**

The 3-year-old and 4-year-old classes may take a variety of field trips. A permission form will be required for **EACH** field trip, or your child will be unable to attend. Miller Transportation will provide buses for the field trips. The infants, toddlers and two-year olds will join the older children for programs in school. These may include a magician, a puppet show, or a music experience. These events will be listed in the monthly newsletter you will receive each month.

*Due to new COVID-19 Guidelines, AJ Preschool will not be offering offsite field trips or allowing special guests onsite for entertainment or instruction until further notice.*

## **RIGHT OF REFUSAL POLICY**

The school reserves the right to drop a family from its rolls for reasons of non-cooperation, delinquency in payment of fees, or inability of child or parents to adjust to the expectations of the preschool program, especially those related to COVID-19 health and safety. Such withdrawals are to be determined by Director.



# MEDICAL INFORMATION

## MEDICATION

Only medication prescribed by a physician will be administered to the child. A note from the physician must accompany over the counter medicines stating the name of the medicine and the amount to be given. We do ask that you administer medications at home if the medication is required to be given only once a day.

- Medicines **MUST** be in the original container; Prescription medicine **MUST** have pharmacy label with instructions attached.
- A **Medication Release Log** must be signed before being given to your child. *Please request one from the office and one will be emailed to you.* This log will indicate the date, time, and dosage to be given (dosage information must match what the doctor has prescribed).
- **PARENTS MUST HAND DELIVER MEDICINES TO THE PRESCHOOL OFFICE AND FILL OUT THE MEDICINE LOG EVERY DAY THAT MEDICATION IS TO BE GIVEN. Medication should be picked up every day. Medicine left for more than five days will be discarded (except for rescue medications).**
- We will not make judgment decisions regarding medication or take telephone requests for this issue. Medicine will not be given if the log is not filled out properly. *Due to new COVID-19 Guidelines, the log might be provided electronically, and the medication passed off at the door. Please check with the preschool office.*

## ILLNESS

**School is for well children only.** Children showing symptoms of illness will not be admitted and children becoming ill during the day must be picked up **immediately**.

- Children may not be brought into school with any of the following: undiagnosed skin rash or sores, vomiting, sore throat, chills, diarrhea, inflamed or swollen eyes, flushed or unusual pallor of the face; severe headache, listlessness, nausea, temperature **of 100.4 degrees or above**, or any communicable disease.
- Undiagnosed skin rashes or sores must be seen by a doctor when suspected by the Director or office staff of a communicable disease. Your child must be cleared by a doctor in writing (by fax or in person) before returning to school.
- If a child has been treated for head lice he/she will not be admitted to school until his/her hair has been checked by school personnel. The hair must be totally nit free before the child will be admitted to school.

## IMMUNIZATION CERTIFICATE

An up to date **KENTUCKY IMMUNIZATION CERTIFICATE** is required by State Law for each child before admittance. If you have a valid certificate on file with us, you are not required to obtain a new one. You will be notified as it expires.

**Exemption & Exceptions** to the required Immunization Schedule include: a child with a temporary or permanent medical contraindication to receiving a vaccine or if there is a religious objection then a parent or guardian can submit the Commonwealth of Kentucky Parent or Guardian's Declination on Religious Grounds to Required Immunizations form upon enrollment. If there is an outbreak of a communicable disease, a child who has not received that specific vaccine may be denied school attendance until the outbreak is determined to be over.

## **MEDICAL EMERGENCY FORM**

It is imperative that we have this form on file. This form provides us with emergency information and allows the school to have your child transported to a hospital in the event you cannot be reached. If any information changes during the school year please notify us immediately.

**Due to new COVID-19 Guidelines, please also refer to *the AJ Preschool Healthy at Work COVID-19 Parent Guidelines*, which includes but it is not limited to:**

### **Screening at Arrival**

All adults and children will be screened for fever and contagious symptoms upon entry to AJ Preschool:

1. A temperature check (taken with an infrared touchless thermometer); results will be recorded. The Centers for Disease Control and Prevention (CDC) recommends that a temperature should not be taken until thirty (30) minutes after eating, drinking, or exercise.
2. Parents will be asked if they or their child is experiencing or have experienced in the past 24 hours:
  - Fever (temperature of 100.4 degrees or higher)
  - Cough
  - Shortness of breath
  - Unexplained rash
  - Vomiting
  - Sore throat
  - Diarrhea

### **Illness Requirements**

Anyone with a temperature of 100.4° or above, or other signs of illness will not be admitted to the building.

- When a child shows a fever or other contagious symptoms, the child must be removed from the classroom immediately and placed in a safe, secluded area with supervision. The parent or guardian must remove the child from the childcare program within one (1) hour.
- No child who has taken a fever-reducing medication within the past 24 hours may attend the preschool.
- Staff members who demonstrate symptoms of COVID-19 must leave the preschool, be tested for the illness, and return only after receiving a negative test result.

**No child will be admitted to the AJ Preschool building if the child is brought by a parent or guardian who is not wearing a mask; no adult or child over the age of 5 may enter the building unless wearing a mask.**

**If your child is sent home because of fever or illness, he/she is not allowed to return to school the next day and must be symptom free for 48 hours (without the aid of a fever-reducing medication) before returning.**

~ Medical guidelines and many other handbook policies are subject to change due to updating information on COVID-19.  
Please be on the lookout for further communication from the Preschool Office or Director ~

## INCLEMENT WEATHER POLICY

In the event of inclement weather, the safety of our preschoolers, families, and staff is our top priority. In deciding whether to open or close, several factors are considered including the condition of roadways in the surrounding streets and in AJ's parking lot, as well as advisories from authorities. Below is a guide to weather closings at AJ Preschool.

**Please remember that there will be no refunds or make-up days for closings due to inclement weather.**

<b>JCCS CLOSING STATUS</b>	<b>WEATHER CONDITION</b>	<b>AJ STATUS</b>
Jefferson County CATHOLIC Schools announce <b>all-day cancellation</b> ...	If closing is due to <b>snowfall or ice on the roads</b> ...	AJ Preschool will be <b><u>closed</u></b> .
Jefferson County CATHOLIC Schools announce <b>all-day cancellation</b> ...	If closing is due to <b>frigid temps or power outages</b> ...	AJ Preschool will make a <b><u>decision</u></b> and parents will <b>receive a text</b> via our "Remini" app.
Jefferson County CATHOLIC Schools announce <b>delayed opening</b> ...	For any <b>weather condition</b>	AJ Preschool will <b><u>open</u></b> at 9:00 a.m.
Jefferson County CATHOLIC Schools announce <b>early closing</b> ...	For any <b>weather condition</b>	AJ Preschool will <b><u>close</u></b> one hour after Catholic schools close.
Jefferson County CATHOLIC Schools are on Non-Traditional Instruction (NTI) ...	For any <b>weather condition</b>	AJ Preschool will make an on-site <b><u>decision</u></b> regarding <b><u>closure</u></b> , and parents will <b>receive a text</b> via our "Remini" app.
N/A	Roads <b>become hazardous</b> on a day when Jefferson County CATHOLIC Schools are not in session ...	AJ Preschool will make an on-site <b><u>decision</u></b> regarding closing early, and parents will <b>receive a text</b> via our "Remini" app.

**TORNADO WARNINGS:** In the event of a tornado **WARNING** (not a Tornado **Watch**) all children will be kept at school until an all-clear alert has been issued. For everyone's safety please do not attempt to pick up your child before the all-clear signal has been issued.

**BUILDING EMERGENCY:** In the event of a severe emergency which renders the building unsafe, all children will be taken to St. Andrews Episcopal Church on Ellerbe Avenue, directly across the street from AJ .

## **EMERGENCY EVACUATION PLAN**

Evacuation plan for **Adath Jeshurun Preschool** in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the preschool:

**In case of such emergency that the Adath Jeshurun Preschool requires evacuation – each teacher will take his/her class to the gym at St. Andrew’s Episcopal Church, 2233 Woodbourne Ave. Louisville, KY 40205. Staff will exit the building on the Douglass Blvd side and walk to Ellerbe Ave. and cross the street to St. Andrews. Staff and children will wait until an “all clear” signal has been given before returning to school. Parents will be notified by email and phone concerning the reason for evacuation and that children are safely returned to school property. If conditions require that the children not be returned to the school, the parents will be notified by phone. If phone lines are unavailable staff will stay with children until parents arrive. A letter of approval from St. Andrew’s Episcopal Church is on file.**

- Staff members will be responsible for the children in his/her class. Staff will devote full attention to the children in their care and ensure the children are within scope of vision and range of voice at all times.
- Floaters/extra assistant teachers will be available to help children that have special needs. The director will take the “emergency binder” with children’s emergency contact information and medical information. Teachers will take the attendance sheet from his/her classroom. The administrative assistant will take the daily attendance sheet with the names of children absent and a parent Sign Out Form.
- Children with special needs will be assigned a staff member to help facilitate the move to the emergency location.
- The staff will be instructed in procedures for emergency evacuation at a staff meeting before the beginning of each year. They will be given a copy of the emergency evacuation plan and acknowledge by signature that they have read and understand the plan. The staff will practice an emergency evacuation at which time procedures and assignments will be discussed.
- The director and staff will update and evaluate evacuation plan every year in August before the beginning of school.
- A copy of the above information will be provided to each parent, custodian or guardian of each child before the beginning of school and they will be notified whenever the plan is updated. A copy of the plan will also be sent to Rick Bobo, Emergency Services Supervisor, at 410 South 5<sup>th</sup> Street, Louisville, KY 40202; (502) 572-3519, cell: (502) 269-8979, [richard.bobo@louisvilleky.gov](mailto:richard.bobo@louisvilleky.gov).

## **CLOSURE DUE TO COVID-19**

There are a couple of reasons why AJ Preschool would have an unscheduled closure. The following details outline how those closures would be handled and what parents can expect regarding tuition fees:

1. The local health department orders a classroom-specific or whole schoolwide closure due to an exposure to COVID-19, and that period of time could range anywhere from 3 days to 3 weeks. In this situation, AJ Preschool would continue to charge tuition and would not reimburse for the temporary closure.
2. The Cabinet for Health and Family Services orders a closure of all child care centers, including AJ Preschool, for an indefinite amount of time (similar to the COVID-19 closure from March to June 2020). At that time, AJ Preschool would reimburse any prorated portion of the used time of care in that month, and going forward would cease to charge parents the cost of tuition until AJ Preschool is given permission to re-open.

**Please Note:** IF the local public and/or private schools turn to online school instruction, aka Non-Traditional Instruction (NTI), AJ Preschool will remain open and in-session as long as it is not ordered by the local health department or The Cabinet for Health and Family Services to close.

## **PARENT ACKNOWLEDGEMENT**

Please fill out, initial, and submit the Wufoo form  
<https://adathjeshurun.wufoo.com/forms/z16ce7tq1l0slc9/>  
by the first day of school, **August 17, 2020.**